

**Using GPO's Simplified Purchasing Agreements for Other Printing & Copying Services**

1. Simplified Purchasing Agreements (SPA) are similar to the Federal Supply Schedule contracts for a variety of printing and copying services. GPO establishes agreements with print shops across the country, enforces quality and cost control standards, and provides assistance if any problems develop.
2. Prices from SPA contractors are generally much lower than we could obtain with our single buys at retail prices. So, we should try to use the SPA program to save money on larger jobs (and even for smaller jobs that aren't really urgent).
3. Individual SPA orders may not exceed \$2,325 (leaving room for GPO's fee within the normal \$2,500 limit for micropurchases). All orders over \$2,325 require other methods such as purchase orders and orders against GPO term contracts. Those must be done by a Contracting Officer.
4. For individual orders above \$1000, compare quotes from at least three SPA contractors. This can sometimes be done within a few hours. A brief written justification is needed for (A) any sole-source (non-competitive) awards over \$1000, and (B) any awards to vendors other than the lowest-priced quoter (unless "best value" terms were announced and used; GPO is working on these terms, but most Contracting Officers are familiar with them already).
5. Regional CGS Chiefs, in consultation with their management, will establish standards for employees to be designated as "authorized ordering officers" on the SPA to obtain printing and duplicating services. We recommend limiting most appointments to warranted purchasing agents, to program administrative officers who already have Government purchase card privileges, and to Regional Publications Coordinators.
6. Supervisors may nominate employees using the form in attachment C. Regional CGS Chiefs will review and approve the nominations before the nominated employees attend GPO training courses.
7. Employees whose nominations have been initially approved must then:
  - A. Complete a GPO training course on SPA procedures (consult your Regional Publications Coordinator about course times and places);
  - B. Read this CFM Policy Memorandum and the "Responsibilities of SPA Program Ordering Officers" on the back of the nomination form; and
  - C. Sign and submit the nomination form to their Regional CGS Chief for final appointment.

8. The Regional CGS Division will maintain a consolidated list of the authorized SPA ordering officers in their Region. A copy of the list and all changes to it will be given to the Regional Publications Coordinator and to the Service's Printing and Publications Coordinator. He/she will pass the list and all periodic changes to GPO, and GPO will provide the official list and changes to each of its participating SPA vendors.

9. To obtain services or supplies, authorized SPA ordering officers must complete an Acquisition Request and a SPA Order Form (attachment D) detailing the copying/printing requirements, obtain the necessary approvals (including that of the Regional Publications Coordinator), obtain at least 3 quotes, and then place the order directly with the selected SPA vendor.

10. Wherever possible, ordering officers should ask vendors for information on – and give preference in their awards to – small businesses, small-disadvantaged businesses, 8(a), women-owned businesses, HUBzone small businesses, veteran-owned small businesses, and service-disabled veteran-owned small businesses.

11. If the material being printed or copied has public or educational value, ordering officers must complete a Notification of Intent to Publish (GPO Form 3868) (attachment E) and submit it to the Superintendent of Documents on-line at [http://www.access.gpo/su\\_docs/forms/3868/index.html](http://www.access.gpo/su_docs/forms/3868/index.html).

12. Payments for services rendered will be made by GPO to the SPA vendor via IPAC billing. Do not use the Government Purchase Card and other payment methods with SPA purchases.

13. Quality control and delivery problems with SPA vendors should be referred to the Regional Publications Coordinators for resolution.

14. Regional Publications Coordinators will be responsible for gathering all data, document copies, etc., and for compiling any reports required.